

Auveco's FasTrack

Version 5.25
June, 2006

End User's Manual

This manual contains instructions for the end-user/body shop



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Body Shop Section

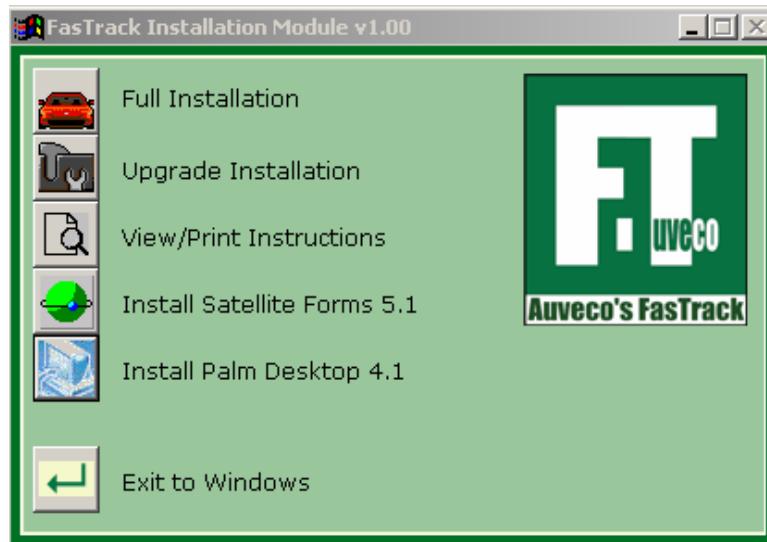
Note:

Auveco licenses its use only through qualified Auveco distributors. **The distributor is responsible for installing and maintaining the software as a service to their body shop customers.** The distributor is the first source of information and training on the software and is also responsible for supplying regular updates to the program. These updates will keep FasTrack's product and pricing information up to date and will also provide occasional bug fixes and or enhancements to the software.

Introduction:

Auveco's FasTrack for Windows is a tool that allows body shops to recover the cost of fasteners used in collision repair and also provides powerful inventory control and tracking functions. At the core of FasTrack is a large database of body repair fasteners sold by Auveco, including OEM numbers and pricing. FasTrack uses this information to create professional, nicely formatted "Supplemental Invoices" that can be submitted to the insurance company for payment.

Updating to version 5.25 from a previous version:

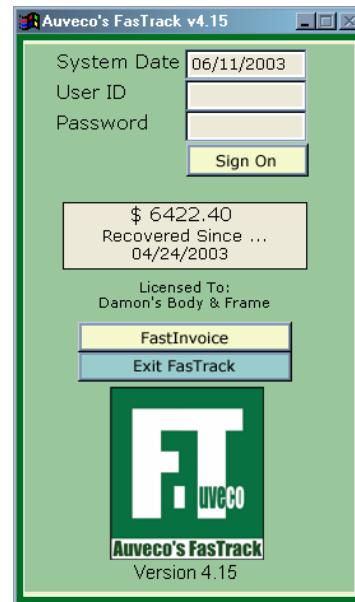


All **UPDATES** to FasTrack V5.25 will need to follow these easy steps:

1. From the FasTrack v5.25 menu, click on "Upgrade Installation". **If prompted by Install Shield Wizard, choose "Repair"**
2. If the FT-SCAN (Palm SPT-1550) scanner is being used with FasTrack, install the Satellite Forms and Palm Desktop software at this time.
3. When installation is finished, remove the CD and store it in a safe location. Close all running programs and restart the computer to register the FasTrack v5.25 update into the Windows operating system.
4. Sign in to FasTrack. From the Main Menu, select "File Maintenance", then select "Update OEM Pricing" to load the current item list with OEM List prices into FasTrack. The body shop sign on is "**bdsyshop**", the password is the word "**password**"

Signing on:

1. Start FasTrack by double clicking the icon on your desktop. If no icon is present start the program by Start > Programs > Auveco's FasTrack for Windows > FasTrack for Windows.
2. Enter USER ID: "bdyshop" and PASSWORD: "password"
3. Click Sign On
4. If asked "Do you want to print an (Overdue Repair Order) report?" answer No.
5. You are now at the Main Menu



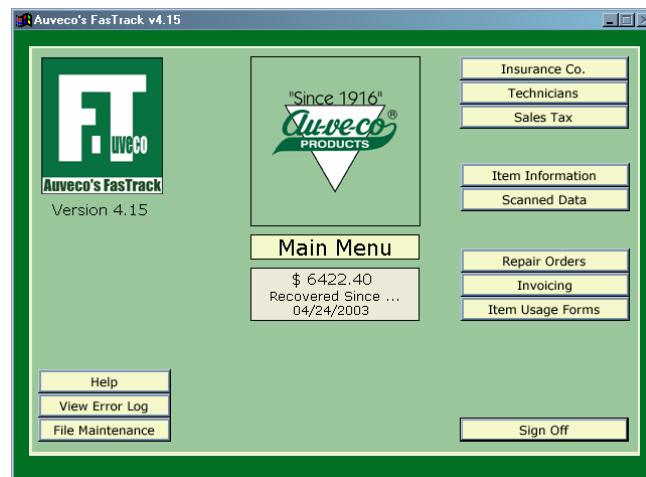
Main Menu:

Insurance Co.

Insurance Company information allows you to keep track of the many insurance companies you deal with. You can use this information to run billing reports on each insurance company.

Technicians

A technician code is mandatory on each Repair order. This section allows you to set up a code for each of your technicians. Using these codes will allow you to print a number of reports based on technician performance and productivity.



Sales Tax

This section allows you to edit your local sales tax rate.

Item Information

The Item Information section is your access point to the FasTrack item database. It allows you to look up, add, edit and print information on every item in the FasTrack system. This section also contains powerful inventory functions.

Scanned Data

The Scanned Data section is where FasTrack interfaces with the optional bar-code scanner.

Repair Orders

The Repair Order section is where you will keep track of all of your repair jobs.

Invoicing

The Invoicing section is where you will enter items used on each repair order. It is also where you will print your "supplemental invoice" for the insurance company.

Item Usage Forms

Clicking the Item Usage Form button will print a form that allows you to record the parts used on a job.

Basic Navigation:

Each of the main sections in FasTrack use a tabbed interface. Each screen contains 4 tabs

Main: This is where you will view, add, edit and delete records from the FasTrack database. This is also where you will find the button that returns you to the main menu.

Browse: The browse tab shows the database information in table format. You can sort each column by clicking on the header.

Auveco #	1001	Print Bin Labels	<input type="checkbox"/>
Description	SEALER	Print On Demand Labels	<input type="checkbox"/>
Item/Ref #	DUDE		
OEM/List Ea	16.19		
Cost Ea	0.00		
Location			
OEM #			
OEM Name		Qty On Hand	0.00
		Re-Order Point	0.00

Lookup: This tab allows you to search by different fields.

Print: The print tab is where you will print reports and labels.

Basic Workflow:

1. Sign on to FasTrack
2. From Main Menu click the Repair Orders button
3. Click [Add] in the lower left corner
4. Enter at least a unique Repair Order#, Technician ID, Year and Model (the rest of the fields are optional)
5. Click [Save] in lower left corner
6. To immediately start adding items to your invoice, hit [Create Invoice]
7. Enter Item # in input box. Hit Tab twice unless you need to change the item description.
8. Enter Qty. Hit Tab
9. Do you want to save this line? Answer yes
10. Repeat for all numbers
11. Click [Finished]. This will take you back to the Main Tab
12. Click [Print Invoice]
13. When you are done with each order, you will need to return to the Repair Order Section, navigate to the appropriate RO and click the Close Order button on the Main Tab. If you forget to do this, FasTrack will remind you to close RO#s after 7 days (message when you sign on).

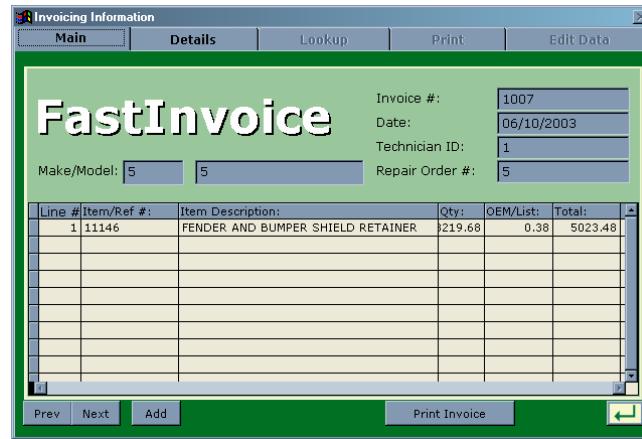
Note: *Entering a finished date on the Repair Order Main Tab does not actually close the Repair Order. You must click the Close Order button.*

FastInvoice:

FastInvoice is a bare bones version of FasTrack that's sole purpose is printing invoices. If you want to create invoices with a minimum amount of detail, the answer is FastInvoice.

To print an invoice using FastInvoice:

1. From the Sign-on screen (you don't even need to sign-on to use FastInvoice) click the FastInvoice button
2. Click the Add button
3. Enter a Technician ID, Repair Order #, Make and Model
4. Click Save
5. You are ready to enter item detail! Click OK
6. Enter an Item#, Hit Tab twice unless you need to change the item description field. Tab to Qty, enter quantity used. Hit Tab
7. Do you want to save this Line? Answer Yes
8. Repeat for all numbers
9. Click Finished – This will take you back to the Main Tab
10. Click Print Invoice
11. Are you sure? Click OK
12. Send Report to Printer? Yes to print, No to preview to screen



Inventory Functions:

FasTrack includes powerful inventory functions that allow you to keep track of all of your FasTrack items, record your cost and set up reorder points so you are never caught without crucial parts! All of the inventory functions are accessed from the Item Information section.

Initial Count – To start a perpetual inventory you must first count your on-hand stock

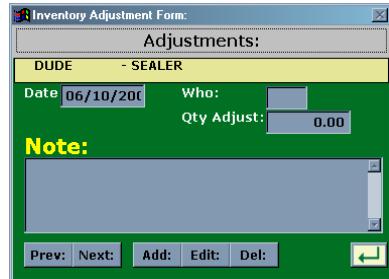
1. From the Item Information Tab of the Item Information section, click the Count button
2. Enter an Item/Ref#, the on hand Qty, a Reorder point, your cost, the date of the count and hit tab.
3. Do you want to save this line? Answer yes
4. Repeat for all numbers
5. Click the post records button
6. Your initial count is complete!

Purchases – As you purchase more stock, you will want to update your inventory.

1. From the Item Information Tab of the Item Information section, click the Purchase button
2. Enter an Item/Ref#, Qty, Date, Reorder point and Cost (if you need to adjust them) and a PO Number. Hit tab.
3. Do you want to save this line? Answer yes
4. Repeat for all purchased items
5. Click the post records button

Adjustments – Occasionally it may be necessary to make adjustments to your inventory.

1. Click the Lookup tab
2. Enter the item you want to adjust, click search – this will take you back to the item information tab
3. Click the Adjust button
4. Click the Add button
5. Enter your Initials in the Who field
6. Enter your adjustment into the Qty Adjust field
(ex. 5.00 or -5.00)
7. Add a Note if you wish
8. Click Save
9. Click the Return button



File Maintenance:

Reindex/Pack All Files

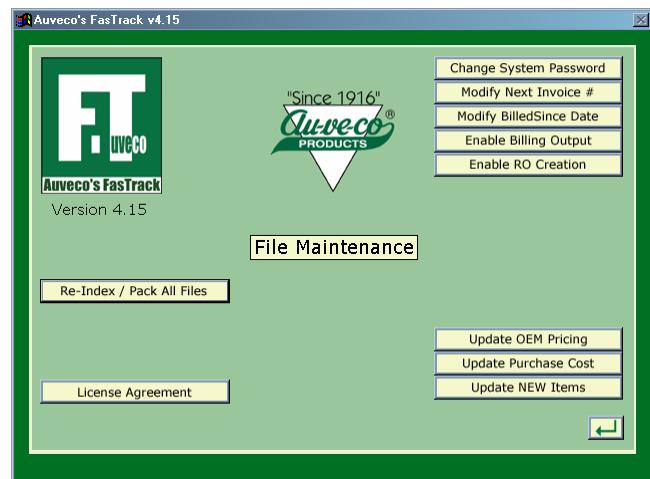
Whenever major system changes are made, you will need to reindex the FasTrack database to keep it running efficiently.

License Agreement

Click to review the license agreement

Change System Password

To ensure privacy, the password can be changed whenever necessary. The password must be less than 10 characters in length and consist of only numbers and letters. No special characters are permitted.



Modify Next Invoice#

This allows you to control the automatic invoice sequence by establishing the initial value.

Modify Billed Since Date

This allows you to modify the screen indicators that keep a running total of the dollars invoiced through FasTrack.

Enable Billing Output

This is the interface from FasTrack to Auto Focus. Subscribers to iAutoFocus from new era software (www.newerainc.com) will receive the instructions on using this function.

Enable RO Creation

If you are using the optional FasTrack scanner, this button will enable "on-the-fly" Repair Order # creation. This means you no longer have to enter the Repair Order in FasTrack prior to entering information into the scanner!

Update OEM Pricing

Used during the annual data update to maintain the OEM list pricing supplied by Auveco.

Update Purchase Cost

If you would like to batch update your purchase costs you may do so through this function.

1. Create a file in a spreadsheet program (like excel) with 2 columns (one for item/ref# and the other for cost).
2. Save this in comma separated value format with the filename pocost.csv into the c:\avft_data directory/file folder.
3. Return to the File Maintenance Screen and click the Update Purchase Cost button.

Update New Items

We will occasionally distribute database updates with new item information. When we do so, this is the function you will use to update your system.

Batch Add New Items

If you would like to add many new items in one batch you may do so through this function.

1. Create a file in a spreadsheet program (like excel) with 12 columns: Item No., Ref Num, Blank, Blank, Blank, Description, Invoice Cost, Purchase Cost, Qty. On-hand, Reorder Point, Blank, Location. The rules are as follows:

Field	Length	Data Type
Item	10	Character
Refnum	15	Character (If blank, same as Item)
System Field1	24	Character (Leave Blank)
System Field2	24	Character (Leave Blank)
System Field3	25	Character (Leave Blank)
Description	40	Character
Invoice Cost	9	Numeric 2 decimals
Purchase Cost	9	Numeric 2 decimals
Qty On Hand	10	Numeric 2 decimals
Reorder Point	10	Numeric 2 decimals
System Field4	10	Numeric (Key in 0.00)
Location	10	Character

2. Save this in comma separated value format with the filename **avft_import.csv** into the c:\avft_data directory/file folder.

**File "avft_import.csv" must be a comma separated values file structure.
There must NOT be any quotes, double-quotes, commas, or special
characters in your data as it will interfere with the import process.**

3. Return to the File Maintenance Screen and click on "Import Items (.csv)"

Wedge Scanner Instructions

See the Wedge Scanner Instruction sheet on the FasTrack CD in the Documents Directory/File Folder

Help/Technical Support

There are several Technical Support options available to all registered FasTrack users. It would be wise to periodically check the Auveco website, www.auveco.com for the latest FasTrack and product information.

Data Reset Utility

If, for some reason, you receive an error message and cannot sign on to FasTrack, the first thing to do BEFORE calling for technical assistance is to run the **Data Rest Utility** from the icon on your Windows screen. This utility will reset the password and perform a quick "Reindex and Pack" which should allow you to sign on to FasTrack.

Windows Related Problems

For any assistance with your Microsoft Windows software, refer to your own documentation. It is important that you know the basic Windows file management operations and commands. **We cannot provide training or assistance with any version of MS-Windows.**

We will only provide Technical Assistance for the FasTrack program and associated scanners through these mediums:

1. Auveco website: Visit our website @ <http://www.auveco.com/fastrack.htm> for documentation, frequently asked questions and updates.
2. Auveco FasTrack Forum: Receive quick answers to your FasTrack questions by posting a message in our Forum @ <http://www.auveco.com/forum>.
3. Email: Send your questions to either rcdrake@auveco.com or dgreen@auveco.com
4. Phone: Call the FasTrack support line @ (800) 354-9816 x 103(8:00 AM – 5:00 PM Eastern Time)
5. FAX: Error Messages can be printed out and sent to (859) 331-2410

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